



Navy and Marine Corps Public Health Center

Welcome Aboard Letter



NAVY AND MARINE CORPS PUBLIC HEALTH CENTER
PREVENTION AND PROTECTION START HERE

ADMINISTRATION

Welcome

Congratulations on your orders to Navy and Marine Corps Public Health Center (NMCPHC), Portsmouth, Virginia and Welcome Aboard!


Assignment of Command Sponsor

Please contact the Sponsor Coordinator at: NMCPHCPTS-SponsorCoordinator@med.navy.mil. Sponsors are chosen as soon as you are identified in the command as a prospective gain. Your sponsor will send you a letter that will include his/her address and phone number and general information about the area.

"Please fill out and return the [prospective gain questionnaire](#) to your sponsor and cc the sponsor coordinator at: NMCPHCPTS-SponsorCoordinator@med.navy.mil. This will assist us in the determination of services you will need (require) during your change of duty station."

Completed Prospective Gain Questionnaire Forwarding Instructions

1. Please copy the above sponsor coordinator e-mail address for later use.
2. Please click on the above blue highlighted prospective gain questionnaire to open and complete.
3. When finished, please click on the envelope icon located in the upper left-hand corner of the tool bar.
4. A text box (send files) will appear at the right side of your completed questionnaire.
5. Ensure that "Attach to Email" is selected.
6. Click on the "attach box".
7. An Adobe Acrobat test box will appear with three choices. Choose "send copy".
8. Please paste sponsor coordinator's e-mail address in the "To" block.
9. Please click on "send".



If you have any questions concerning your move to the area, feel free to give your sponsor a call, or call the Administration Department – Commercial: (757) 953-0700, or DSN: (377) 0700. We are here to assist you to make your move as pleasant and trouble-free as possible.

Family support: our Ombudsman is here to assist your family in their relocation process. Please contact our ombudsman, Mrs. Stacy Petrin, by e-mail at nmcphcombudsman@gmail.com.

Welcome Aboard Package

If you have not received a Welcome Aboard Package from NMCPHC and your transfer date is getting closer, please contact the Administration Department – Commercial: (757) 953-0700 or DSN: (377) 0700.

Check-In Procedures

You are required to report to NMCPHC within 24 hours of arrival. The effective date to start any entitlements you may have is based according to your report date to the command.

Our Contact Information

NMCPHC

620 John Paul Jones Circle, Suite 1100

Portsmouth, VA 23708-2103

How Do I Find My Way to NMCPHC?

From Norfolk International Airport

Exit the Airport Complex on Azalea Garden Road. Turn left onto Military Highway. Go about 3 miles then enter I-264 towards Norfolk. Take the Portsmouth exit ramp. Go through the tunnel. Upon exiting the tunnel, take the first exit on the right, continue straight to Effingham Street. Turn right onto Effingham Street. Follow Effingham Street to the Naval Medical Center Portsmouth (NMCP).

From Newport News Airport

Take I-64 East toward Norfolk/Va. Beach. Take I-664 South (which is Exit 264) and proceed through Monitor/Merrimac Bridge Tunnel to junction 264 East (Exit 15A). Follow 264-East to Effingham Street (Exit 7B). Take exit 7B (last exit before Portsmouth/Norfolk tunnel). Follow Effingham to the Naval Medical Center Portsmouth (NMCP).

From Fort Lee

Take I-95 South toward Rocky Mount NC/Norfolk. Take the RIVES RD exit, EXIT 47, toward VA-629. Turn LEFT onto RIVES RD. Turn right onto COUNTY DR/US-460. Continue to follow US-460E. Merge onto US-13N/ US-460E/ US-58E toward VA-10 W/ Newport News/Norfolk/Va Beach. Merge onto I-664 S/ Hampton Roads Beltway toward I-264 E/ Portsmouth/ I-64/Norfolk/US-13 N/ Va Beach. Merge onto I-264 E via EXIT 15A on the LEFT toward PORTSMOUTH/ NORFOLK...Take the VA-141 N/ Effingham Street exit, EXIT 7B, toward CRAWFORD. Merge onto Effingham Street toward NAVAL HOSPITAL. Follow Effingham Street to the Naval Medical Center Portsmouth (NMCP).

Military - After showing identification at NMCP main gate, proceed to parking garage. On the second floor of parking garage there is a walk over bridge that leads to the food court on the second floor of building 3. Go past all the food eateries and you will see elevator banks on the right-hand side of the hallway. Proceed to the side nearest the Navy Exchange and take to the 10th floor. On 10th floor, take a right out of elevator. You will come to double glass doors. Proceed through the doors, turn to your left, first office cube on the left is where the Command Sponsor Coordinator is located.

Civilians - After showing identification at NMCP main gate, proceed to parking garage. On the second floor of parking garage there is a walk over bridge that leads to the food court on the second floor of building 3. Go past all the food eateries and you will see elevator banks on the right-hand side of the hallway. Proceed to the side nearest the Navy Exchange and take to the 3rd floor, HRO. On the 3rd floor, you will take a left off of elevator and please proceed down the hallway to the last door on the left side to HRO.

